

Email message, dated March 3, 2005, 10:47 a.m., to General Services, Budget Office, Energy Office, and Materials Management Office

Many organizations are very strict concerning the use of PCs and do not allow very much freedom for computer users in the business world. General Services has a fairly open philosophy, allowing significant freedom concerning Internet use, screen savers, and so forth. Along with that freedom comes the responsibility for you to carefully consider your computer-use choices. Since so many things have changed in the computer world over the last few years, we wanted to provide you with additional information to help you make *informed* choices for computer use.

Therefore, GS/Information Services will be sending you an occasional email concerning dos/donts/preferences, explanations, and possible effects associated with different choices you can make..... starting with an email this afternoon about "**Spyware.**"

Questions? Give anyone in GS/IS a call!

Information Services